

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. C-243

PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

County Personnel Board -

Safety Training & Medical Examination Section

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

GENERAL FILE

Size: letter size
Dates: 1959 ---
Quantity: 6 file drawers
File Arrangement: By subject

The General File contains original studies, reports and papers, as well as printed and mimeographed material under the following main subject headings:-

Accident Cases Pending--(In the case of a county employee involved in an accident, the individual's file is removed from the Personnel File (Schedule C-241, Item 2) and filed separately until final determination of the case.)

Disability Hearings--

Transcripts of Hearings, Reports and Recommendations

General Correspondence

Medical Program--Physical Examinations and Schedules

Standards, Programs, Reports and Studies (Individual medical examinations are filed in the Personnel Files--Schedule C-241, Item 2)

Safety Programs--Program arranged by title

Correspondence

Inspections

Reports

Special Programs

Printed and mimeographed material is considered to be nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

John P. Maguire, Personnel Assistant to County Manager

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 12, 1963
Date

Morris S. Rachoff
Archivist

June 12, 1963
Date

Wendell H. Heston
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE

NO. C-243

PAGE

NO. 2

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

Item
No.

be destroyed as soon as no longer needed by the office. All material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN DESTROY.

2 PHYSICAL EXAMINATION SCHEDULE FILE (POLICE AND OTHER PUBLIC SAFETY EMPLOYEES)

Size: 3" x 5" cards

Dates: 1959 -

Quantity: 1 card tray

File Arrangement: Chronological, by month; and alphabetical, by name within each month

This card file is established for the purpose of insuring attendance of individual police officers and other public safety employees at physical examinations which must be taken periodically. Each card gives the name of the employee, date of examination and type, with a notation of past examinations and dates taken.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION